



OCTOBER 1952

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# THE NATIONAL SECRETARY

## *The National Association of School Secretaries*

A DEPARTMENT OF THE NATIONAL EDUCATION ASSOCIATION

Published Oct., Feb. and May for Secretaries, Clerks, Administrative Assistants in public, private schools and colleges

VOLUME 18—NUMBER 1

OCTOBER, 1952

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*Mrs. Melba Demaree*

Franklin City Schools, Franklin, Indiana

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## the PRESIDENT'S MESSAGE

First of all, I want to thank the members of our association for the honor given me by electing me as your president. I fully realize that with this honor there goes a great deal of responsibility and I can only promise to give my best efforts to the duties of this office.

I want to take this opportunity to commend Edna Atkinson, Junior Past-President, for the high record of achievement attained during her term of office. We are all grateful to her for the great amount of time and effort she has put into the growth of our association.

Now the good ship "NASS" is about to set forth on its nineteenth year voyage. Your crew and captain have plotted courses which you will not want to miss. Set these dates aside for cruises:

February 13, 14, 15, 1953—REGIONAL CONFERENCE Hotel Traymore, Atlantic City, New Jersey.

July 13-17, 1953—INSTITUTE FOR EDUCATIONAL SECRETARIES University of North Carolina, Chapel Hill, North Carolina.

July 24, 25, 26, 1953—CONVENTION, Denver, Colorado.

and

July 27-31, 1953—INSTITUTE FOR EDUCATIONAL SECRETARIES University of Denver, Denver, Colorado.

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Later announcements will give the "orders for the day." The theme for our voyages will be PROFESSIONAL STANDARDS.

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my two-dollars dues?" I would like to stress these points about what you will get for NASS dues as you go along on our voyages:

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**PROFESSIONAL STANDARDS** — recommendations to be made at the next convention.

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Your crew and captain have set this course, but what you really get out of our association depends on *your participation*. When you as an individual, participate, then you will fully realize the value of the opportunity to meet together with others in your own professional field from different parts of the country, discuss your problems, have fun together, and enjoy lasting friendships.

If each educational secretary embarks, beneficial and successful cruises will be the result. See you on board!

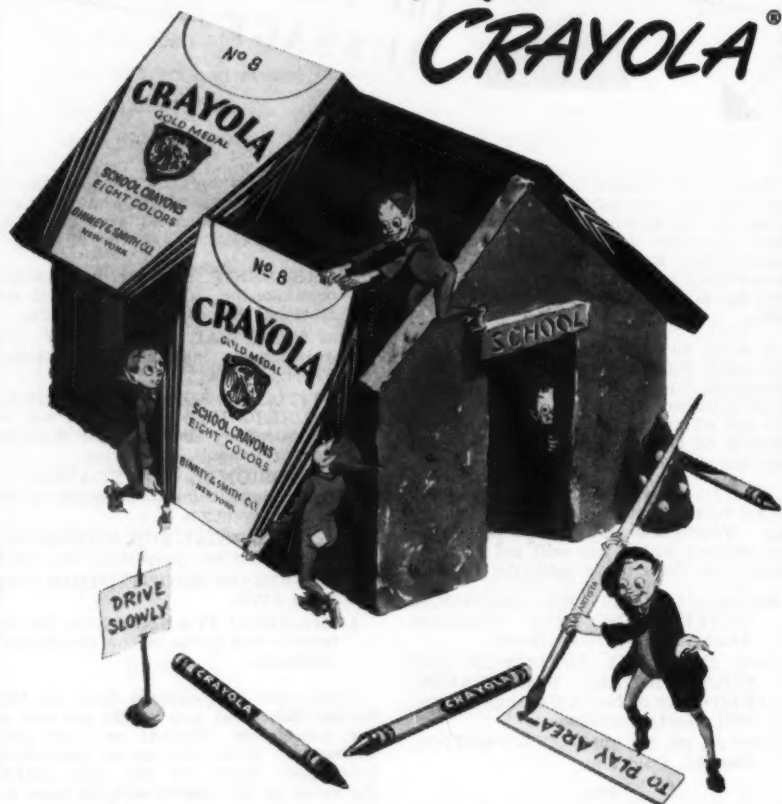
When Crew and Captain understand  
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## THE EDITORS' PAGE

The school bells ring across America. Children pour from homes of the rich and the poor, Jew and Gentile, black, yellow, and white into the Little Red School houses 1952 variety. The beginning of each school year carries enthusiasm for learning—children are happy to be back with the gang into the routine of school and the three R's. Each of these pupils is a challenge to the school secretary who is at her place to make the opening of school a bit easier for the returning pupil and faculty member and less strange for the beginning teacher and pupil.

The two political parties met in Chicago this summer where delegates selected candidates to lead them in the presidential campaign. At the end of the week they had completed the selection and returned home. School secretaries are "delegates" of the community, selected to head a particular job in the local school, but their job is not completed in a week, a month, or a year. Each new school year is an opportunity to act as "delegate" to build future presidents and leaders.

With the beginning of the school year new editors take over the NATIONAL SECRETARY and it is with humility and justifiable pride that we attempt to carry on the work and meet the high standards set by the retiring editor, Dorothy Littleton. Under her direction authors of national and international renown were secured to write articles in the field of technical and general education, philosophy, and travel. To Dorothy and the editors before her who have left a rich heritage in the magazine as it is today, we accept the re-

sponsibility, and with your help, we shall try to go forward with writings on educational and professional subjects that will make you read your NATIONAL SECRETARY with pride.

The first issue of the current year is for secretaries, about secretaries, and by secretaries. The goal for the year is to formulate a workable and worthwhile set of professional standards, standards which any secretary can attain through work and study, ultimately to offer to the educator—employer as tangible evidence of proficiency in a school office. Katherine Mitchell, Chairman of the Professional Standards Committee, has brought together the results of the group discussions at the institutes of the last two summers, offering an article for you to read carefully, discuss with your employer and friends and then write your thoughts to a member of the committee. We must build our own professional standards in answer to the cry of secretaries and employees everywhere.

As only a small percentage of those thousands of secretaries who rang the school bell this fall were able to attend an institute or a convention, we are bringing these sessions to you through your magazine, not as seen by the practiced eye of the teachers or national officers, but as seen and felt by you yourselves—some of the secretaries who were there.

You can be there, too, as you read the pages that follow.

Your Editors,  
Mary and Marie

## ABOUT OUR AUTHORS

After an all too brief class period with **Dr. Marion Edman** in "How to Swallow Your Pride Without Choking," your editors knew that the 60 girls who had listened to her had an experience that should be shared with all school secretaries. *Operations Brotherhood* is her answer to our plea for an article, and here we find her appeal to all people for the dignity of the individual, for group respect, and for world peace.

Dr. Edman knows and enjoys working with people. She was associated for a year with the Bureau for Inter-cultural Education in New York City, served a term with the Office of Military Government for Bavaria, and she is currently chairman of the World Citizenship Committee. She taught in elementary and high schools in Minnesota, at Gustavus Adolphus College, the Universities of Minnesota, Chicago, West Virginia, Ohio State, and Michigan. Her undergraduate work was done at Gustavus Adolphus College with both the Master's and Ph. D. degrees taken at the University of Minnesota. She has been associate professor of Education at Wayne University since 1938.

It is with pride that we introduce you to Dr. Edman through *Operations Brotherhood*.

**Harold A. Lyon** is an old friend of secretaries who attended the institute at Wayne University, and it is fitting that he write an evaluation of that institute for all readers of the **NATIONAL SECRETARY** as an introduction to the reports of all workshops over the United States. His words of humor and philosophy started each day at Wayne; his kindly council aided materially in planning and carrying to a successful culmination those plans.

Dr. Lyon has spent most of his career in the field of professional public relations, advertising, sales promotion and salesmanship, largely in the field of finance. He is director of Business Services, School of Business Administration, Wayne University, Detroit, Michigan.

Author of the article on Professional Standards is Chairman of the Committee **Katherine E. Mitchell**, better known to most of her friends as "Kay" Mitchell. A native Pittsburgher, educated in the public schools with one year of special work at the University of

Pittsburgh, she has been a secretary in the Pittsburgh school system for twenty-six years. During this time she has always been active in the local, state, and national associations.

In the National Association she has held the offices of vice-president for two terms, a member of the executive board for two terms, and editor of the **NATIONAL SECRETARY** for four years. She has attended many of the national annual meetings since it was organized as well as workshops at Columbia University, Western Reserve, Northwestern, and Wayne University.

In the Pennsylvania State Association she has served as president and as chairman of certification and of membership for several years.

In the Pittsburgh Association she was elected the first secretary of the organization when it was founded. Since then she has served as corresponding secretary, member of the executive board, and as chairman of certification and institute program.

For many years she has been a member of the National Education Association, the Pennsylvania Educational Association, and associate member of the Pittsburgh Teachers Association and the Phoebe Brashear Club.

In addition to her activities in the secretarial associations, she is a member also of the Ladies of the Grand Army of the Republic, Young Women's Christian Association of Pittsburgh, Young Women's Club of the Fourth Presbyterian Church, Royal Order of Jesterettes and Scottish Rite Women's Club, both Masonic organizations.

When her time consuming activities permit, she enjoys relaxation in swimming, golfing, horesback riding and traveling in her Ford car, affectionately known as "Jolly Jitney" to her many friends.

**Lydia Bernhardt**, Secretary to the Superintendent at Point Pleasant Beach, New Jersey, is a school secretary because she likes to work with children. After trying other types of secretarial work, she returned to the school office, her first love.

Lydia lives in Lavallette, a small town on the New Jersey coast, where she can walk along the beach and listen to

the waves. She enjoys sewing and crocheting while listening to music. She says she begins to plan the trip to next year's institute as soon as she returns from the most recent one, a fact evidenced by her record of one each year for the last four years: Kent in 1949, Northwestern in 1950, Boston in 1951, and Wayne in 1952.

If you read her article on the convention, your editors wager you will catch some of her enthusiasm and start planning now for Denver in 1953.

**Josephine J. Reginato**, Secretary to the Superintendent of City Schools in Klamath Falls, Oregon, travelled 2400 miles "to be there" for the convention and institute at Wayne University this summer. She attended the convention and institute at Berkeley, too, and was a charter member of the Oregon State Association in which organization she is serving as vice-president.

After receiving the Bachelor of Arts Degree from the University of Oregon, Josephine worked in the registrar's office for a year and a half before taking her present position. Her hobbies of gardening and flowers take only a part of her outside interests as she is treasurer of the Klamath Falls Branch of the American Association of University Women, past officer of the Venture Club, and Republican precinct committeewoman.

**Miss Merle Scheibner** "was there" at the University of Minnesota strictly in the capacity of a student, and she leaves no doubt in the mind of the reader that she enjoyed every moment of her week's visit. Part of her enjoyment of this institute came from the fact that she carried great responsibility at Wayne University's Institute in the planning and the execution of the plans, while at Minneapolis she could relax and enjoy the classwork without her mind jumping toward plans for the next hour's program.

On the national association level she has attended two conventions and four institutes. On the state and local level Merle is chairman of the nominating committee for the Michigan Association and has attended two state association conventions and various executive board meetings. She is active in the Detroit Association and also the Wayne University Chapter of the Detroit Association, and in the latter-named group is vice-president and charter member.

Besides activity in the various secretarial associations and working toward her degree (part time) in Office Management, Merle does carry a full time job as secretary for the Department of Electrical Engineering at Wayne University, a position she has held for the past six years.

With her background of recent experience in institute planning and execution, Merle writes effectively of the Minneapolis Institute.

**Lela Joe Cole**, co-chairman of the first annual convention in Houston in 1951 and formerly first vice-president of the Houston Association of School Secretaries, now holds the same office in the Texas Educational Secretaries Association and is one of the charter members of the latter-named group. She received her college training at Southern Methodist University and the University of Houston, she is married and the mother of an eleven-year-old daughter.

Lela Joe has had experience as an elementary school secretary and now is secretary to the director of health and director of nursing in the Houston Independent School District.



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## AN ASSIGNMENT FOR YOU IN OPERATION BROTHERHOOD

Marion Edman  
Professor of Education  
Wayne University



Not so many weeks ago newspapers and radio reported an event which the U. S. Air Force had dubbed "Operation Religion". Several thousand faithful Mohammedans were stranded on their

way to Mecca, where they were to fulfill the most holy obligation of their religion: to make a pilgrimage to the city of the Prophet at least once during their lives. When their predicament was learned, all available planes in the U. S. Air Force, even those from far away Germany, were ordered to the rescue, and for days American pilots shuttled back and forth to Mecca, bringing every pilgrim to his destination.

The result of this unexpected operation? Enthusiastic commendation from newspapers all over the Mohammedan world, usually severely critical and even bitterly hostile to the Christian world, and a note of formal thanks from the proud government of Saudi Arabia. The editorial comment made by many newspapers in our own country was that this simple act of friendship had done more good in creating a friendly feeling between the Mohammedan and the Christian nations than a whole generation of diplomatic maneuvering.

Be that as it may—time alone will tell—we do know that among the common folks of both sides, a new realization came that it is possible for people of different religions, different cultures, different races to respect their differences and still live in harmony and good will. It made them more certain that if we only have the patience and the good

will we can carry forward in our generation a bigger operation than "Operation Religion", a movement which someone has labeled "Operation Brotherhood". All that this operation means is that the people of the world recognize two things: 1) that differences (such as race, religion, and culture) do exist, that they will continue to exist, and that instead of detracting from the total value of life on this planet, they add to it; and 2) that *all* of these different peoples must cooperate if life is to go on being secure and good for *any* of its people.

As we read the newspapers, we grow discouraged as we see how far we now are from understanding these two simple facts, despite an occasional bright spot, such as "Operation Religion".

We live in a world in which we are still afraid of any group which is different, because deep down in our hearts, we are sure this group wants to take from us those things in life which we cherish the most and then to impose upon us their way of life which seems to us unbearable and impossible. And it is perfectly true that many groups still would do this, just as there was a day when a Mohammedan and a Christian meeting one another screamed "Infidel" at each other and then proceeded to fight it out until one or the other was put out of the way by being killed or made captive and "converted". No such thought was in the minds of the young pilots who loaded the faithful Mohammedans into their planes in "Operation Religion". Had they lived seven or eight centuries earlier, they would undoubtedly have headed straight for Rome or Stockholm, instead of for Mecca, and would have set their cargo down as captives, either to be tormented until they confessed the error of their ways or to

be forced into hard labor as one means of expiating their sins.

We may take heart in that we have made some progress not only in "live and let live" but in *helping* to live, those who may be different from ourselves. But we must find ways to speed this process up if the world is not to shake itself to pieces in physical wars (hot wars), and psychological conflicts (cold wars). Both of these possibilities threaten us very menacingly this very day.

If each one of us is to be of active help in what is perhaps this greatest and noblest endeavor since the beginning of mankind, namely, "Operation Brotherhood", there are some simple things for each of us to understand and for each of us to do.

First we must understand that the world is a restless place where those peoples who have not been given a fair chance or an honorable place in the family of humankind are clamoring for their rights as human beings. China, India and Africa particularly belong in this group. Why should they suddenly begin feeling this way? There are certain forces at work with which they themselves have had little to do, but which are bringing about profound changes in the world:

1. News now gets around quickly and easily all over the world. All peoples can easily learn about what the more favored areas of the world are like, what their peoples are like, how they live. The "underprivileged" areas of the world have begun to understand that they have often been exploited to to create privileges for others.
2. The Second World War forced many of these people into direct contact with so-called "more civilized" peoples (largely those engaged in world-wide conflict!) and they learned first hand about the advantages of literacy, health programs, representative govern-

ment, the use of natural resources. They see no reason why these advantages should not belong to them and to their children.

3. The democratic areas of the world were forced by World War II to make a statement of their belief: the democratic way of life. This resulted in a great deal of talk about the basic equality of *all* men, without regard to the conditions under which they happened to be born. More than that, it resulted in giving to the peoples of the earth a statement of faith for all men called "The Universal Declaration of Human Rights." This document was issued by the United Nations in 1948 and has had a profound effect on the thinking of the peoples of the world, particularly where these rights have not been generally enjoyed. Everywhere where they have been exploited or subjugated, men are lifting their heads and saying "We want these rights for ourselves and our children, and we are ready to fight and die to get them."
4. The so-called "critical materials" of the modern production (chiefly for armaments) are distributed in part, in countries where "underprivileged" peoples live. Terrific competition has developed among the more "advanced" peoples and has made it possible for those in possession of these materials to drive some bargains which have been to their great advantage.

Those of us who live in a country like the United States, where we enjoy a bountiful nature and greater blessing of a democratic way of life, feel sympathetic toward these strivings of people everywhere for a better life. We know in part what their struggle means because we, too, have had some part in winning such things for ourselves.

And yet, as we take stock of things as they are, we see that if we are to be a



leader in establishing peace through the just treatment of peoples everywhere (and no other kind of peace can be a permanent peace!) we must understand our responsibility to make our expression of faith in democracy real for our own people before we can hope to convince the rest of the world that we are sincere in wanting to help them achieve it for themselves.

It is sometimes hard for us Americans to realize how much we are working against peace by the simplest acts that seem to indicate to the rest of the world that we like to *talk* about democracy, but we can't *practice* it. A stone thrown at a synagogue; and ex-soldier refused the right to live in a certain house only because his skin is yellow; a highly trained professional worker forced to change his name because it sounds too foreign; a worker refused a job because his face is brown; a young mother refused adequate medical care for her sick baby only because the child's hair is kinky:—these are the kinds of "little" things Americans are practicing today which are sabotaging the whole effort to world peace. The rest of the world learns about them and asks "What does America mean when she says her belief is that all men are equal in rights and dignity"?

This skeptical attitude makes it quite clear that *every* American, no matter who he is nor where he is, has an important job to do. His job is to work in his own community, among his own circle of friends and fellow workers to bring home two things: that the world will be only as good as individual communities and that every American community still has people in it with out-moded ideas and practices of prejudice against certain groups who must be helped to see that these feelings and practices are a real menace to the development of peace.

Often the first reaction that comes to a person when he first realizes this responsibility is: This is too big a job

for me. But it is not too big a job for each to make a contribution. There are just a few simple questions to ask oneself and then to evaluate one's efforts in terms of the answers one can give.

1. *How do I talk about people?* Are you disposed to lump everybody of a group into a pattern such as "*the Poles, the Jews, the workers, the rich*"? Such stereotyped thinking makes it easy to deal with whole groups of people, but one must realize that such thinking is lazy and inaccurate, as well as unfair. Do you have a stock of jokes about certain peoples? This is a simple but really cowardly way of sniping at folks, because it perpetuates, in a pleasant sort of way, stereotyped thinking. Of course no thinking person ever goes so far as to use really degrading terms to designate folks, but someone in America does, for we have almost enough such terms to fill a special dictionary!
2. *How broad am I in my choice of friends and acquaintances?* It is natural for people who are *alike* to seek one another out, and it is also right to do so. But do you suppose that *only* those people who are of your own age, of your own religion, from your own country or of your own race, are really like you? Studies of patterns of friendship relations often show that people limit their lives terribly by wanting to look into the mirror every time they look at another human being—the nearer he is like themselves, the more pleased they are with him. This is a kind of immaturity which can be recognized and corrected. The more types of people you really know, the more people you will learn to like. (You remember Will Roger's famous remark "I never knew a man I didn't like!")
3. *How willing am I to try something new once in a while?* If you



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4. *Am I able to look facts, even when they are not pleasant, right in the eye?* Can you stand it to discover, in your very own community, that the children of the foreign born drop out of high school earlier than any other group? That tuberculosis rates are three times as high among the "poorer elements" of the city? That Jews and Negroes (and perhaps others) cannot be employed above a menial status (no matter what their education)? That the school board will hire only a quota of Catholics (or Protestants)? Every good citizen needs to keep a

constant eye on *exactly* what things are like in his entire community. This is sometimes hard to do, for there are always so many nice things to learn about what's right there, that it seems impolite to go hunting around for things that are wrong. But it is only as we emphasize what is right and face up to what is wrong that we can hope to make things better.

5. *Do I believe in cooperative effort?* If you do, then you will seek out those organizations in your community actively engaged in bettering things there and perhaps also on a wider plane. You won't be satisfied with membership only (good as these are) in a bridge club and a canasta club in making your life happy and helpful. For in this area of working with people the promise is fulfilled over and over again, "He that loseth his life shall find it." As you fight for the rights and welfare and happiness of others, so much more will you have them for yourself.

We want very much for ourselves in this beloved land of America a good life—a life of peace and freedom. But the only way we can keep it for ourselves is to give it to others. And every American has a place on the crew of "Operation Brotherhood". Find yours and work at it!



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## PROFESSIONAL STANDARDS

Katherine E. Mitchell, Chairman,  
Washington Vocational High School,  
Pittsburgh, Pennsylvania

Educational secretaries have been professionally-minded for quite a few years as evidenced by the important steps taken by the National Association of School Secretaries since its organization. As we look back over the years we find the following important steps have been taken:

1. Affiliation with the National Education Association as a Department.
2. Establishment and direction of institutes at recognized colleges and universities for training and credit.
3. Special curricula at institutions of higher learning planned for the educational secretary.
4. The study and recommendations of the discussion group at the Institute for Educational Secretaries, Berkeley, California, 1951.
5. The Code of Ethics, adopted July 9, 1950, of Service, Integrity, and Skill.

As we look ahead in the future, both secretaries and administrators feel the need for a set of professional standards for the educational secretary,—standards which the secretary may use in guiding her formal study on a post high school level and her informal educational activities,—standards which the educator may use in the selection and the employment of school secretaries.

It is a major interest of the secretary to set up standards on a national basis with varying levels of proficiency and then with thousands of school secretaries behind the movement, go to educators asking for state certification.

As many of you know a discussion group was held at the Institute for Educational Secretaries, University of California, Berkeley, California, July 2—6, 1951 under the leadership of Mrs. Ella Mae Flippen, Department of Education, State of Missouri, Jefferson City, Missouri. The recommendations of this study group were accepted by the National Association.

This year a discussion group was conducted at the Institute for Educational Secretaries, Wayne University, Detroit, Michigan, June 30—July 5 under the leadership of Mary E. Carroll, Proviso

Township High School, Maywood, Illinois. The recommendations of this discussion group were:

1. That a committee be appointed to continue active work and study of professional standards for the educational secretary on a nation-wide basis.
2. That a panel of secretaries and superintendents be planned for the Atlantic City Regional meeting February 14—15, 1953.
3. That in the establishing of standards for the educational secretary, consideration be given for
  - a. Work experience, and that it have an equivalency value to post high school preparation.
  - b. In-service training, and that workshops and extension courses be required.
  - c. Laboratory or practice period, and that a college course be considered similar to that of practice teaching.
  - d. An effective program of training beyond the high school level, and that certain areas of study be suggested.
4. That the problem and goal of PROFESSIONAL STANDARDS is wide in scope, varying in value because of labor supply and demand, and subject to misinterpretation by secretaries and educators. Therefore, the recommendations for educational and professional standards must be sufficiently specific to give exact meaning and yet sufficiently flexible to meet the needs of secretaries and educators in each section of the United States.

As an aid to the Committee on Professional Standards, it is suggested that local and state associations give thought to this problem, have discussion groups on this topic, and send the results of their deliberations to this committee. The objectives of the Committee on Professional Standards are:

1. To clarify the standing of the educational secretary in school offices.
2. To guide college training toward a definite goal.
3. To work with college and university people in planning course con-

tent to achieve objectives.

4. To assist school boards and superintendents to secure qualified secretaries.

The steps considered in building a program of standards have been:

1. Analysis of duties, objectives, and responsibilities of school secretary. Indiana, Maine, and Pennsylvania (and others) have defined the term "school secretary". Pennsylvania states: "School secretary shall mean an employee of the school board assigned to the principal of the school or other administrative or supervisory official of the school district and the selection of whom is on the basis of merit as determined by eligibility lists as established by the school board."

The definition of the term "school" or "educational" secretary, with duties objectives, and responsibilities of the job, will have to be specific to show the difference in this and other secretarial positions, yet general to cover all types of office work done in all kinds of school and educational offices over the United States.

The pattern of professional standards desired by the school secretary are

1. Formal education.
  - a. General education.
  - b. Technical education.
  - c. Laboratory experience.
  - d. Recognition for experience.

Patterns of training have been established in schools for the educational secretary, such as the 30-hour certificate offered by the University College, Northwestern University, Chicago, Illinois, and the bachelor's degree with major work for the school secretary in the Department of Education, University of Pittsburgh, Pittsburgh, Pennsylvania. Other schools have courses or programs available. Once the general program of standards is set up by the National Association of School Secretaries, universities and colleges will cooperate to offer subjects or degrees.

2. Informal training.
  - a. Experience of practice work.
  - b. Membership in state and national associations.
  - c. Attendance at national institutes.

The building of the set of standards for the educational secretary will require the suggestions and counsel of the National Educational Association and administrators and educators. With the set of standards accepted by the National Association, secretaries could work directly with college and university administrators to incorporate suggested courses in curricula, and next go with state associations to the state departments of education asking for certification.

Some recognition might be made in the National Association for the secretary who has met the standards set up by the association, but all certification must be on a state level as it is not a problem to be considered at this time by the National Association.

The committee appointed by Emma Castner, President, for the continued study of professional and education standards is as follows:

Alma Brewer—3728 Binkley Avenue, Dallas 5, Texas.

Mary Briant—800 Louisiana Avenue, Little Rock, Arkansas.

Mary E. Carroll—Proviso Township High School, Maywood, Illinois.

Isabell E. Carter—1824 Bienville Avenue, New Orleans, Louisiana.

Evelyn Corbett—1216 South Citrus Avenue, Los Angeles, California.

Frances Evans—Caesar Rodney School, Camden, Delaware.

Alice Noelken—Long School, 5028 Morganford Street, St. Louis 16, Missouri.

Katherine E. Mitchell, Chairman—Washington Vocational High School, 40th below Butler Street, Pittsburgh 1, Pennsylvania.

The problem and goal of PROFESSIONAL STANDARDS will require the helpful suggestions and ideas of members of The National Association as well as educators and administrators all over the country. Your cooperation in getting your "Boss'" ideas and expressing your ideas, then forwarding them to the members of the PROFESSIONAL STANDARDS COMMITTEE will be greatly appreciated.

## CONVENTION 1952 STYLE

Lydia F. Bernhardt  
Secretary to Superintendent  
Point Pleasant Beach, New Jersey

Above—azure blue skies; below and around—clouds. To be able to reach out and pluck a small piece of the soft, cotton-like cloud would be something tangible to take home to the folks and say, "This is a part of my experience." But no—clouds, as seen from the window of a plane, are comparable to experiences that are gleaned from annual conventions, institutes, and other planned activities of our National Association of School Secretaries—to be seen, to be felt, to be remembered, and to return home richer for the experience—not necessarily with something in our hands.

And then—down from the sky, through busy streets, finally arriving at the Student Center of Wayne University. Convention begins almost the minute you enter the door, for friendly hostesses are on hand to meet and greet each new arrival. When you have registered you feel that things are really getting under way. This year an added attraction was the bag of "mashed potatoes" given each registrant—samples of Detroit's finest industries.

Open House held Friday night in the Tea Lounge brought us closer to each other as we renewed old friendships and made new ones. Secretaries always seem to enjoy what they are doing, but even as they were enjoying this social period, I could hear groups here and there making arrangements for meetings over coffee cups at breakfast. Now that's an efficient method for getting business accomplished.

Edna Atkinson, presiding in her usual efficient and gracious manner, officially opened the week end of meetings on Saturday morning. As Dr. Clarence Hilberry, Dean of Administration at Wayne University, greeted the group he mentioned that often it was the intricacies and subtleties of our jobs that attract us to them. Dr. George Baker,

Director of Personnel, Detroit Board of Education, extended greetings and wished us a successful convention and institute.

Greetings were extended, too, by Ruth Pake, Past President of the Michigan Association of School Secretaries, and Catherine Daly, President of the Detroit Association of School Secretaries.

Mr. A. Douglas Jamieson, President of the Detroit Board of Education and speaker of the morning, brought home to us the importance of good public relations as practiced by the education secretary. By citing actual instances in his own business, the value of a well-trained secretary, not only in technical skills, but in the principles and policies of the organization for which she works was evident.

The two-hour lunch period gave some of us an opportunity to do some shopping in Detroit. Hudson's the largest department store, was a wonderful place but time to browse was far too limited.

Two panel discussions were scheduled for the afternoon for secretaries not members of the advisory council: "Are You A Bargain?" and "Detours On Your Job". Chairman and members of the panels were our own secretaries. To have had the privilege of attending any one of these meetings was truly worthwhile.

The annual convention dinner was a beautiful (and delicious) occasion. The tables were attractively set, and the girls looked lovely in the glow of candlelight with their red rose corsages. The Plymouth cars we brought home will long remind us of the pleasant evening we shared.

It was inspiring to hear the Wayne Chapter of the Detroit Association give the choral invocation, and later, the benediction. Their musical selections

during the program were thoroughly enjoyed.

Many favorable comments were heard following the address by Mr. Eugene Youngert, Superintendent of Oak Park and River Forest High School, Oak Park, Illinois, whose topic "Moral and Spiritual Values in a Democracy" was timely and appropriate. I can still hear him conclude with these words, "Only as we walk with God, do we walk toward life."

It was most interesting to meet Nancy National's cousins as they were introduced by a representative of the respective associations. Quite a good looking group of miniatures!

Sunday morning the annual business meeting started promptly. The minutes,

treasurer's report, and reports of other committees were accepted. The year has been a profitable one from all indications, and reaffirms the necessity of a national association for secretaries employed in educational offices throughout the country.

Miss Edna Atkinson, retiring President, installed officers for the year 1952-53. The evident sincerity of the officers and the plans for another year sent each of us on our way realizing even more keenly than before that there is much that money cannot buy; that by united effort—giving of self and sharing with one another common interests, common experiences and desires, we continue to grow and become a stronger group interested in the continual professional advancement of the educational secretary.

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## WE MET AT THE CAMPUS GATE—

### Institutes 1952

Martha S. Luck, Chairman  
Institute Planning Committee

Yes, about 350 NANCY NATIONALS kept their date and met on the campuses of Wayne University, the University of Minnesota, University of Delaware, and Southern Methodist University this past summer at the Institutes for Educational Secretaries. There were thirty states represented at Wayne, nine at Minnesota, and four at Southern Methodist University.

Fifty-one Delaware girls attended a three-day institute at the University of Delaware in Newark, July 16-18. The Delaware School Secretaries Association helped co-sponsor the program, and are looking forward enthusiastically to a similar training program in the summer of 1953.

The detailed reports of those Institutes—programs and activities—are given elsewhere in this issue of the magazine. But here are some facts and figures about the Institutes which may interest all of you—those who attended and also those who for one reason or another couldn't make an Institute this summer. These facts and figures indicate significant trends in our professionalization of the position of the educational secretary and should be shown to fellow secretarial workers and to educational administrators. These facts and figures were tabulated from the 278 evaluation questionnaires returned from the 350 Institute registrants.

From this number, 173 attended their first Institute this summer, 53 had attended one prior to this summer, 25 had attended two previously, 15 had attended three, 9 had attended four, 2 had attended five, 4 had attended six, one person had attended seven, and one had a record of ten previously attended.

The majority of those attending Institutes this summer came from the administrative offices of public schools—130; from high school, elementary school, and junior high school offices a total of 92; college or university offices were represented by 43 registrants; and county and state departments of education by 10. Statistics on the length of time those attending Institutes had been on their jobs prove interesting. Of the group 67 had been on their job from one to three years; 124 from four to

ten years; 24 from eleven to fifteen years; and 63 had spent over fifteen years on their jobs.

Ninety-four persons reporting on the questionnaire indicated that they spent their own vacation time to attend the Institute, but 148 replied that their school had allowed them the time to attend the Institute in addition to their regular vacation period. Another interesting tabulation was the one which indicated that in 119 cases the school paid a part or all of the person's expenses to the Institute, while 32 others had a part of their expenses paid by some other source or agency—usually a state or local educational secretaries association, or a scholarship foundation.

The following comments were typical of many written on the questionnaires: "This is my first Institute—but it won't be my last! It was wonderful." "I feel that a wonderful job was done in organizing the Institute—facilities for classes, subjects, lectures, etc. I am sure the Board of Education may rest assured that its money was well spent, and my time off was spent in a very worthwhile experience." "Just the fact of being together and talking with girls from other places was important to me."

Fortunately, for many hundreds of NANCY NATIONALS, the opportunity to go to an Institute does knock more than once! We invite and urge those of you who could not attend an Institute this past summer to start planning now to include an Institute on your 1953 agenda. And those of you who have had the good fortune to attend an Institute, either this past summer or in previous ones, will be eager to "get along" to another in 1953. Here are the dates and places for the ones the National Association is scheduled to help co-sponsor in 1953:

University of Denver, Denver, Colorado—July 27-31

Boston University, Boston, Massachusetts—August 3-7

University of North Carolina, Chapel Hill, North Carolina—July 13-17

NANCY says, "Step along the road to professionalization—and one of the most pleasant routes is the one that brings you to an Institute."

**WAYNE UNIVERSITY,  
Detroit, Michigan**

*In Retrospect* Dr. H. A. Lyon, Director  
Business Service, School of Business  
Administration, Wayne University

The Institute for Educational Secretaries held at Wayne University on June 30 through July 3 is history. If those who attended enjoyed and profited from it as much as did those at Wayne who helped to plan it, I should label it a success.

This particular Institute was constructed on the concept that a secretary is not merely a good technician, but must have some philosophy of enjoyment to be derived from superior performance and some grasp of the basis of that enjoyment—how to get along with your fellow men.

Because of that concept, a substantial amount of time was devoted to a variety of courses contributing to the whole subject of human relations, to the dignity of the individual, to the enjoyment of life, and to human behavior individually and in groups.

To be sure, it was never intended that the acquisition of new or improved skills should be overlooked. Ample opportunity was given to that side of the educational picture.

Wayne University was happy and proud to be host to this group. It is only fair to say that I have had formal and informal word from a substantial number of the faculty of the Institute, testifying to their enjoyment of this assignment and to their appraisal of the group as one of the most interesting and alert ever to come under their pedagogical eyes.

May you have many more institutes each more successful than the last, and may you make increasing strides toward your goal of secretarial professionalism.

*I Was There* Josephine Reginato, Secretary to the Superintendent, Klamath Falls, Oregon

From all four corners of the United States came educational secretaries to attend the well-planned, well-organized, and well-conducted workshop at Wayne University. The school day began at 9:00 a.m. each morning with a general session for all. These general sessions, given by four educators from the Detroit Public Schools, Wayne University, and the Director of Public Relations of Burroughs Adding Machine Company,

gave an over all view of human relations as related to educational institutions.

For the remainder of the morning the secretaries were permitted to choose two classes in which we were particularly interested or desired to gain further ideas and information from individuals who were authorities in their respective fields. These two classes were scheduled for the four days.

The afternoon session was our "glamour" class. All were scheduled to attend this class. Along with the regular duties and responsibilities of our jobs, we were reminded that we must not forget our own personality development. We were given tips or reminders regarding grooming, posture, apparel, voice, and facial expression.

Again each secretary had the choice of two classes for the remainder of the afternoon. These afternoon sessions met twice with the same instructor.

The institute afforded the educational secretary the opportunity to meet and discuss with others in her profession the desired achievements and standards for which she is striving. The discussions were profitable in that the registrant selected the class in which she not only contributed information and suggestions but also presented new problems which the entire class gave thought and consideration. From these sessions one felt that positive contributions were attained for those seeking general and practical knowledge in certain areas, and others felt that through their efforts the sense of professional growth was further advanced.

Some sessions ended too soon to hear and answer all opinions and questions which were raised, but enough enthusiasm was aroused to create a spirit of cooperation in thinking over solutions and a desire to try new methods or approaches. One gathered from the interest manifested by 202 registrants from 30 states, coast to coast, that there is a definite trend among the educational secretaries to further professional growth through a set of minimum standards for those in the field and encouraging new talents to enter that field.

Not only were we kept busy attending classes from nine to four, but a different activity was scheduled for each evening, including a big league baseball game, a trip to Willow Run Airport and dinner, NEA pageant, Cranbrook and Devon Gables, Bob-lo, and at the close of the Institute, the Farewell Tea. Ex-



cursions were available for those interested in visiting Canada.

Committee "T", appointed at the beginning of the Institute, spent considerable time "observing" the various activities of the registrants, then distributed the observations in printed form at the close of the week.

Thinking back over the events, classes, contacts, renewal of friendships, information gleaned or contributed, one feels proud of the part the educational secretary plays in the educational field. Yes, I was there. And I believe through greater attendance at Institutes, our group can and will reach a higher level of professionalism to further substantiate our role in education.

### A VISIT WITH LANA LAKES

at the University of Michigan

Merle Scheibner

Senior Clerk, Wayne University  
Detroit, Michigan

Sunday, July 13, was warm and clear—a perfect day for secretaries to arrive at the Continuation Center of the University of Minnesota to attend the week-long Institute. Those of us who arrived early had a chance to wander around the beautiful campus before the Open House at 8:00 p.m. There it was a reunion for friends made at previous meetings and an opportunity to meet those who would be our associates for the week. Everyone was soon eager to retire after their trips and after having learned that the breakfast hour began at 7:30 a.m.

Each day at the Institute was divided into four periods of one and one-half hours. The first period was a general session which everyone attended. The remaining three periods, two in the afternoon, were filled with the classes of our choice.

On Monday morning, July 14, Lorraine Hagglund, Chairman of the Institute, greeted us, made announcements, and introduced the general session speaker.

He was Gordon Mork, Lecturer in the College of Education at the University and his topic was "Trends in Education". Important points stressed were (1) that we should understand the type of education which we represent, (2) that teaching has become professionalized and so may our work as educational secretaries, (3) that there is increasing recognition of community use of schools as an agent of the people, and (4) that more education is available for all.

Dr. Wendell White, Associate Professor Psychology, spoke at three general sessions discussing psychology in living. He stated that problems can be met more successfully when they are approached in keeping with human nature. In the presentation of one's ideas to others introductory statements may be used, such as "you can see that—", "that gives me an idea—", or "I may have made a mistake but—". Say "we must all work together" not "you ought to cooperate a little!" Similar suggestions were offered on the following topics: acknowledgment of personal worth, interesting expression, sympathy, imitation, pleasant and unpleasant motivation, self-confidence with modesty, courtship, requisites of mental health, and mental conflict and frustration.

Words cannot describe these lectures and their effect upon the audience. Suffice to say that in order to be with him as long as possible the ten-minute break between classes was shortened to two!

Friday's general session on "Can Democracy Survive" was ably discussed by Mark Graubard, Associate Professor of General Studies. Having spent time with people in the education field in Russia during the '30's, he could give us a true picture of life there. He pointed out the two points of view struggling for survival in the world and how democracy can survive its enemies.

Three classes were held during Period II: Office Layout and Work Organization, Filing Procedures, and Personality Relationships. My choice was the latter

for which I was recorder. The subject was broken down into five topics, one for each class meeting. At the first, personality was defined and analyzed; then we were shown how it develops through the use of films depicting case histories; we learned why understanding ourselves is important; how the self-concept we have of ourselves guides our actions; and how all the above applies to our work.

Periods III and IV were afternoon classes and were held every day except Wednesday which was devoted to field trips. The Minneapolis trip was to the General Mills Executive Offices and Betty Crocker's kitchens, to the Minneapolis Star and Tribune newspaper plant, and to the General Mills mills. The St. Paul tour covered the Brown and Bigelow offices and Minnesota Mining and Manufacturing Company plant which makes Scotch tape. Everyone on both trips received souvenirs.

Organizing and Writing Reports, Professional Association Leadership, Public Speaking, and Writing Fundamentals were the choices of period III. The leadership classes were led by Martha Luck and very worthwhile they were. After giving us a briefing on the philosophy and policies as well as the mechanics of "running" an association, we were placed on our own and told to form one. Necessary committees did their appointed work and "The National Association of Nancy Nationals" was formally launched. Autographs of President Betty Tataro, Vice-president Lydia Caldwell, Secretary Frances Stephan, and Treasurer Muriel Oliver were affixed to the membership cards issued to all Charter members after it was moved and seconded that all Charter members should pay their dues (\$.50) to provide the necessary funds for program planning and publicity. Plans for meetings, institutes, etc., were placed before the group for discussion and analysis. Plans to interest non-members in the group came from all. In the dying moments before final adjournment, the treasury was willed to Cousin Nancy.

Period IV consisted of Secretarial Accounting, Everyday Economics, and a repeat of Public Speaking and Writing Fundamentals. Those in the speech classes had to prepare a five-minute

speech for Friday. The other classes also had some outside work required which was usually done after the social events and before sleep became too commanding.

The extra-curricular activities consisted of Open House on Sunday and shopping in downtown Minneapolis on Monday evening. Tuesday was packed with a tour of Minneapolis (along the parkway, by the many beautiful lakes and parks, to Minnehaha Falls, and to the city limits of St. Paul), dinner at the Covered Wagon where the State Convention of the American Legion was holding forth "in style", and then a mad dash to the St. Paul Auditorium for a Pop Concert and Ice Skating Revue.

Those not worn out by the walking on Wednesday's field trips attended the Aqua Follies which was part of the famous Aquatennial being celebrated that week in Minneapolis. The Follies consisted of diving and synchronized swimming and also of acts upon a stage behind the pool—all out-of-doors.

The Institute Banquet is always the highlight of the week and this was held at the Minneapolis Automobile Country Club on a bluff overlooking the Minnesota River Valley. It was about a 40-mile drive from the University, and yours truly was a very poor navigator having led the driver of her car in the wrong direction so that by the time we arrived at the Club we did not have a chance to view the marvelous gardens and scenery which we were told not to miss.

After a delicious meal, which I can still recall, each guest was introduced. Our own Martha Luck was there, as was Miss Bernice Gestie, Managing Editor of the Minnesota Journal of Education, Mr. Dean Schweickhard, Commissioner, Minnesota State Board of Education, and Dr. Walter Cook, Dean, College of Education at the University. Three of Nancy's Cousins were in attendance: Patty Pitt of Pittsburgh, Merry Mich of Michigan, and of course Lana Lakes. Nancy presided at the head table. An enjoyable evening was completed with group singing.

The final meeting of the group was at the Institute Luncheon on Friday at which "Chit Cha'ter", a five-page edition published by Committee X, was distributed. Also various secretaries were

given parting gifts. A parachute was given two who were flying home, rubber seven-league boots to one who was doing more traveling; roller skates to help another member get around; a pillow to a group who traveled by station wagon; etc. All articles, of course, were toys. And finally Lorraine Hagglund was presented a tin can trophy, appropriately inscribed, for her work as Institute Chairman.

To all who helped with the many plans for the Institute and who were so gracious and helpful to us visitors—many thanks for everything and invite us again.

How long that last afternoon seemed to be, how hard it was to pack everything back into the suitcases, and how thick flew the goodbys, good wishes, and promises to meet at future institutes. Don't forget—I'll see you there!

## THE TEXAS STATE INSTITUTE

Lela Joe Cole,  
Secretary Houston Independent School  
District, Houston, Texas

The second Texas Institute for Educational Secretaries, held at Southern Methodist University, Dallas, July 14-18, claimed an enrollment of 58 secretaries, including 7 from out of state, 4 from Kansas, 2 from Arkansas, and 1 from Mississippi.

One hour of credit in the School of Business Education was offered for those who wished to complete three lessons by correspondence at the close of the week's work.

SMU's Vice-president Dr. Willis Tate, gave a warm and inspiring welcome. On the program of the week we were given an opportunity to hear Dr. J. W. Edgar, Texas State Commissioner of Education, as well as various Southern Methodist Professors who led interesting discussions of psychology, speech, letter and report writing. Everyone seemed to enjoy the taking of secretarial apti-

tude tests and hearing an explanation of various tests given to students in the local schools.

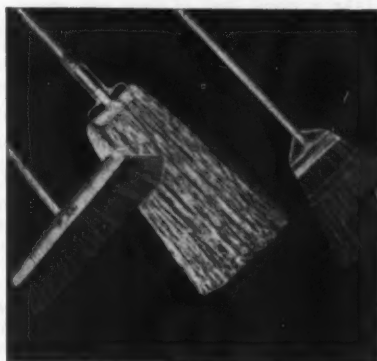
Many of the members were housed in the dormitory, and this was not the least important of our "learning sessions" by any means. The nights were filled with entertainment such as a visit to "Student Prince", the operetta currently at the Coliseum, and a lovely Texas Barbecue on the "Bonnie Barge" on White Rock Lake.

The many campus tours showed us what a truly fine university SMU is. Not to be outdone by their friendly rival, Texas Christian University in nearby Ft. Worth has invited us to have the 1953 institute there, and the invitation has been accepted. Our hope is to make it the "Biggest and Best" in true Texas style.

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## OPERATION FILING

Calling all NANCYS! Calling all NANCYS! Now is the time for all good NANCYS to come to the aid of their profession—and Association. At the annual convention of the National Association of School Secretaries this summer in Detroit, the Executive Board and members attending the convention, approved a proposal for a Filing Manual Project. When the proposal was submitted to the National Education Association officials involved in such matters, they, too, approved—so now the project is back in NANCY'S lap.

The proposal, briefly, is this: that the National Association of School Secretaries set up a recommended uniform *subject* classification for files in school and educational administrative offices. The setting up of this recommended *subject* classification is to be done by a special committee set up by the NASS, in cooperation with affiliated state and local associations of educational secretaries, and in cooperation with *every* National Association member who is interested in this subject of filing and is willing to give a little of her time and effort during the year. It will not take a great deal of time and effort on the part of any one person—if *enough* people contribute a *little* time and effort.

Reasons behind this current project might be listed as follows:

- (1) At institutes, regional conferences, and state and local association meetings and workshops, the problems involved in filing tasks seem to come up most frequently for discussion among educational secretaries.
- (2) In conferences with educational administrators, and in joint programs between administrators and secretaries, the question of "filing and finding" is usually discussed.
- (3) The National Association needs to prepare and publish something which will be immediately beneficial to persons in educational offices; and which will indicate the Association's ability to do a

scholarly, thorough, and practical bit of research.

It is suggested that the Manual, when completed, would include such items as:

- (1) An introduction setting forth a general philosophy which should underlie educational records and their administration.
- (2) A section which would treat, not too much in detail, the control of records, the location and lay-out of records, and equipment and supplies for maintaining records or files.
- (3) A section discussing, again not too much in detail, recommended procedures for receiving and handling records, preparing them for filing, issuing records for use, and controlling records.
- (4) A section containing suggestions on the transfer, retention, and disposal of records.
- (5) Recommended *subject* classifications for educational offices.

It is the fifth item in the Manual for which we are soliciting aid from each and every member of the National Association. The information we need and want is not extensive and will help make this truly a "grass roots", practical project. If you are interested in helping prepare a very practical and much needed office reference Manual, won't you get in touch at *once* with the general chairman of the project—Martha S. Luck, Northwestern University, 339 East Chicago Avenue, Chicago 11, Illinois.

\* \* \* \* \*

A particular "Thank You" to Marion Homer Bradley, Advertising Chairman of our magazine, and now housewife whose interests are yet with the school secretary, and who continued her work through the current issue. Beginning in February we shall welcome Jeanette R. Fortier of Manchester, New Hampshire, to the staff of the NATIONAL SECRETARY knowing she will continue to do efficiently the work Marion has been doing.

## HOW IS YOUR CONSTITUTION?

Have you been wishing for some specific change in our National Association of School Secretaries' Constitution or By-Laws? If so, now is the time for you to take action about it. Our parliamentarian, Fannie Billings, 2711 Fairmount, Dallas, Texas, wishes to receive your requests and suggestions about any changes or improvements and the sooner you send them to her, the better it will be.

Since some time must be allowed for "processing" amendments before they can be presented to the group for an official vote, a deadline date for receiving material has been set. This date is December 1, after which no material can be received for consideration.

Our constitution and by-laws consist of the rules which guide us in carrying out our purposes and the wishes expressed by the majority of our members. Its component parts should contribute to the welfare of the individual members. Any alteration or addition should make our association function in a stronger and better way. Perhaps you have an idea; put that idea into writing and mail it today.



## .....PUBLICITY

Ella Mae Flippen  
State Department of Education  
Jefferson City, Missouri

Publicity is a broad term which takes in the whole field of contacts among members of our organization and between our Association and the public. It covers written, oral and personal contacts and is the foundation on which public opinion of our Association is based.

If school secretaries and administrators alike are to help promote our program for the year, Professional Standards, they will need accurate and ample information. Even a broad program of group cooperation such as ours reaches only a portion of our membership—chiefly those who are leaders in the Association. After their particular work is accomplished, there still is the problem of interpreting plans and decisions to many who have had no direct part in developing them. Interpretation of the program of the National Association of School Secretaries is an important function and, therefore, publicity must not be neglected.

Publicity is something more than just presenting facts. It is a cooperative effort to secure mutual understanding and effective teamwork. Favorable publicity for our Association may be secured through various means including (1) *printed materials*, such as letters, bulletins, pamphlets, press releases and committee reports (2) *meetings*—local, state and national (3) talks and addresses (4) personal contacts—with other secretaries, administrators, editors of educational publications, newspaper and radio reporters and (5) committees—the Publicity Committee, with an organization reaching to almost every local

and state association in the United States, is the Committee of the Association chiefly active in this area, but other committees such as the Membership, the Advisory Council, etc., also serve as a valuable source of publicity.

### I, TOO, CAN DO SOMETHING FOR PUBLICITY AND FOR MY ASSOCIATION:

1. *I can pay my share of the cost.* Why should my professional organization, which is working for better working conditions for me, waste money on membership campaigns. I can and will pay my dues without being urged.
2. *I can encourage others.* Among my friends and fellow workers there are many potentially valuable members for our Association. I can help them to see the many advantages to be gained from supporting their professional organization.
3. *I can stand for higher standards.* The public expects better service for better salaries. My profession will win prestige as it exhibits higher technical skill, ethics and improved educational service. I can strive to grow professionally and will urge my fellow school secretaries to do likewise.
4. *I can give of my time.* No profession can go forward in its work without planning. My help is needed on committees and in other activities. We can move together toward our goal of Professional Standards. I can and will do my share.



## LIFE MEMBERSHIP

A reminder is given of the plan for Life Membership as recommended by the committee appointed at the Executive Board Meeting held in Chicago in July, 1947 and further developed at the meeting in Cleveland in July 1948. We reprint the findings of the Committee as published in the February 1948 issue.

"Since 'life membership is a symbol of permanent interest in and loyalty to the profession,' we suggest that the following amendment to the By-Laws be presented by the Executive Board for action by the membership at the July, 1948, annual meeting:

*"A member in good standing for more than two consecutive years shall be eligible for life membership upon payment of twenty-five dollars in full, or ten dollars down and three annual installments of five dollars each. A life member shall be entitled to all the privileges of an active member.*

"The Committee feels that the life membership fees should be disassociated from the regular memberships and it suggests that provision be made whereby they be earmarked and invested. This arrangement would guarantee that they continue to render service to the profession permanently.

"Twenty-five dollars represents continuous membership for twelve and one-half years and the deferred payment plan makes life membership possible for every school secretary.

"It is further suggested that a special emblem and membership card be issued to life members.

"Favorable action on this amendment is imperative because of the growing financial needs of the Association necessary to carry on the varied activities and services.

Constance K. Cowardin  
Virginia A. Halsey  
Louise H. Nelson  
Betty Zimmerman, Chairman"

The Committee is continuing to work this year, with the assistance of Eleanor Dearden and will present a suggested emblem, pin, or insignia at the meeting this summer.



Bettye R. Wells

## ..... LISTENING IN

Bettye R. Wells  
In-Service Training Section  
Board of Education  
450 North Grand Avenue  
Los Angeles 12, California

From annual reports presented at the National Convention, from bulletins and newsletters published by local and state organizations, and from personal correspondence, reports of activities across the country have been gathered. The enthusiasm, the unique ways of tackling similar problems, and the achievements reported make one feel that indeed the associations of educational secretaries are making great strides in improving the service and position of this group.

It was a real pleasure to be invited to continue serving as "Listening-In Editor," and your cooperation is solicited in making the column representative of all our many groups working toward the same goals. Please send copies of your official publications, or individual reports of activities to me.

A word of personal thanks goes to each of the many publicity chairmen and others who sent letters and reports of local activities. They are sincerely appreciated.

### ALABAMA

The Department of School Office Personnel of the Alabama Education Association is composed of members from city, county, state, and institutional school offices. The group has developed a Handbook of Instructions and made studies on standards, qualifications, and salaries. The basic information on the studies, which is a continuing project, was turned over to a graduate student at the University of Alabama who wrote his thesis on the subject.

In June, the organization held an annual Workshop at the University of Alabama, in cooperation with the State Department of Education, Department of School Administrators, and the State Department of Examiners of Public Accounts. An important part of the workshop was a study of the new accounting system which becomes effective in October.

Credit for effective leadership goes to the president, Annie Seay Owen, of the State Department of Education in Montgomery.

### ARIZONA

#### Prescott

Proof that a large membership isn't necessary to have an active organization is the Prescott Association of School Secretaries. With a membership of nine out of a possible ten, this group holds monthly meetings with special Christmas and Spring luncheons. Meeting programs have included a film and discussion on Social Security, explanations of school finance and district reorganization, the school health program, office supplies and equipment, and telephone usage.

Officers for 1952-53 are Martha Proper, President; Joan Higgins, Vice-President; Joan Whitney, Secretary-treasurer. Enoree Kunz of Prescott is Vice-president of the Arizona State Association.

### ARKANSAS

"Ann of Ark" was chosen as the name for another of Nancy's cousins. She will be formally presented to the membership at the November meeting, which is to be held at the time of the state Education Association meeting.

Two active committees of the Arkansas Association of School Secretaries are the Certification and the Legislative Committees, which are working diligently on certification problems. A state paper, *The Educational Secretary*, is published by the Association. Catharine Yates of Little Rock is president of this state organization.

### CALIFORNIA

"Callie California" celebrated her second birthday with an August week-end conference at Santa Monica. During the morning business meeting, it was de-



cided to sponsor a workshop at San Diego during the summer of 1953. First vice-president, Annette Uehling, will be in charge of workshop arrangements.

The afternoon session featured a panel discussion on various aspects of public relations, led by Dr. William Briscoe, Superintendent of Santa Monica Schools. This was followed by a tour of the new Santa Monica City College campus. Public relations and new school legislation were discussed at the evening banquet; speaker was Dr. Arthur Corey, executive secretary of the California Teachers Association. At the Sunday morning breakfast, Miss Dorothy Hamrick of Los Angeles City College told about "Friendship Terminators."

The next meeting of the California Association of Educational Office Employees will be held in Sacramento over the Washington's Birthday week-end.

#### Los Angeles

The traditional June Breakfast of the Secretarial Association of the Los Angeles City Schools featured a delightful musical program by high school students, the honoring of retiring members, and the installation of 1952-53 officers. Guests included approximately one hundred administrators at this annual "bring your boss" event.

Officers installed were: President, Thora McClintock; First vice-president, Tekla Loeber; Second vice-president, Eileen Taylor; Third vice-president, Grace Bauhof; Corresponding secretary, Alice Sevey; Recording secretary, Dorothy Bryant; Treasurer, Ruth Reid; Auditor, Elizabeth McKeown.

The Association is sponsoring a course in Office Management, being given at Metropolitan Junior College during the fall semester. Last spring a junior college course in office procedures, sponsored by the Association, had an enrollment of over 125 secretaries and clerks. Chairman of the active in-service training committee of the Secretarial Association is Evelyn Corbett of Los Angeles High School.

The Administrative Classified Service Association climaxed election day with a delicious ham dinner served free to nearly 150 members. It was entirely a "family" party, with attendance limited to paid-up members, and served by an industrious committee of Curriculum Division workers. Election results were announced during the evening,

and a drawing was held for gifts donated by companies from which association members have "discount cards." Jim Moody was re-elected president for 1952-53 and his staff includes Sylvia Stern as Vice-president; Juliet Beck, Corresponding secretary; Janice Berkowitz, Recording secretary; Dick Sizoo, Treasurer; Bernice Penn, Auditor.

#### Pasadena

Scriba, the attractive publication of the Pasadena Association of School Secretaries, has carried a very interesting series of articles on the work of different departments in the school system. This is a fine way to develop an understanding of what goes on "across the hall" or "downtown."

New officers of the Association, elected in June, are: President, LaVerne Willis; Vice-president, Helen Frindt; Secretary, JoAnn Moore; Treasurer, Mary Ellen DeChanso.

#### COLORADO

The Colorado Association of Educational Secretaries was organized in October 1950 to serve the approximately one thousand educational secretaries throughout the state. The state is divided into three regions and each region is represented by a vice-president. The Association plans to place the responsibility for carrying out its program on the vice-presidents so that the members may be in closer contact with each other.

The Association has requested affiliation with the Colorado Education Association, feeling that secretaries have a definite part in the over-all educational program and should be a part of the education association of the state. Preliminary plans have been approved and it seems that affiliation will be a reality in the fall of 1952.

There have been two state meetings each year. The fall meetings have been held in Denver in conjunction with the annual work conferences for clerks and secretaries of the Denver Public Schools. Spring meetings have been held in Pueblo, Boulder, and Delta as regional meetings.

Some sixty secretaries, including "Pike's Peak Peggy" herself, from the Eastern and Southern Divisions, met at the Alps Lodge in Boulder Canyon on May 10. "Peggy" was in the spotlight at the head table, surrounded by

beautiful bouquets of spring flowers. Mr. Natt Burbank, Superintendent of Boulder Public Schools, spoke on "Service as the Educational Secretary's Role." He stressed good public relations. Following this talk, Martha Rahe, State President, led a discussion on the future program and aims of the Association. It was suggested that research be made on standards for school secretaries, tenure, salary schedules, and certification.

Educational secretaries of the Western Division met at Delta on May 17. Luncheon tables were decorated with spring flowers; place cards were miniature shorthand notebooks with pencils attached, and nut cups were tiny two-drawer file cases. Center-piece at the speaker's table was a desk and typewriter complete with secretary and "the boss." The Delta girls were responsible for the clever and appropriate decorations. Chairman of the meeting was Lillian Bieber, Vice-president for the Western Division. Guests included Martha Rahe, state president, other state officers, and a representative from the Colorado Education Association.

#### Officers for 1952-53 are:

President, Roberta Warner, Littleton  
 Eastern vice-president, Dora Wilcox, Greeley  
 Southern vice-president, Elsie Mae Watkins, Pueblo  
 Western vice-president, Virginia Hoots, Denver  
 Treasurer, Clara Wilke, Colorado Education Association.

#### Denver Suburban Secretaries

Two meetings were held during the spring by secretaries from the schools in suburban Denver. The first meeting was held at the Englewood Junior High School, and Alice Eriksen, secretary to the superintendent of the Englewood Public Schools, was elected president of the group.

#### CONNECTICUT

"Connie Connecticut" is busily working on Standards and Certification. Tentative standards have been drafted and will be discussed at the fall meeting, to be held on October 31 at the Hotel Bond in Hartford. It is hoped that the work of the committee will progress to the point where a committee from the State Board of Education will be asked to work with them next year.

Last spring The Connecticut Association of Education Secretaries held three one-day workshops in various sections

of the state. Officers of the Connecticut Education Association served as panelists, who, in the preparation of their material, gained a new concept of the idea of secretaries as members of the educational team. These meetings were held in Hamden, Stamford, and Hartford. As a result of these workshops, the Association was invited to apply for membership in the Connecticut Education Association. This was an indication of the respect gained among educators, since the group had been discouraged from applying at a previous time.

The CEA, meeting in representative assembly, presented two resolutions concerning non-teaching personnel: (1) That the CEA encourage efforts to strengthen the position of non-certified personnel as essential members of the educational system, and (2) That continued support be given to non-certified employees in their efforts to establish a retirement system.

The Committee on Economic Research of the secretarial group has made a study of salaries and working conditions within the state, which has been made available to interested personnel. This material has been of assistance to groups which are trying to establish salary schedules or to improve fringe benefits.

#### ILLINOIS

Through the efforts of the Illinois Association of Educational Secretaries, special courses of study have been set up for educational secretaries at the University of Illinois and Southern Illinois University.

As a result of the participation of Association members in sectional meetings of the Illinois Association of School Boards last year, suggestions for co-operative projects are to be worked out by the School Boards, School Administrators, and Educational Secretaries Associations. The Superintendents' Study Club, in the northern section of the state, has suggested a cooperative project with the secretarial association—the compilation of a recommended subject classification for educational filing. The State Department of Education will also be requested to cooperate in this practical project. Secretaries will also be represented on committees of administrators and State Department representatives working on revision of state reports and forms.

#### IOWA

The Iowa Association of School Secretaries, with about 35 members, is

affiliated with the Iowa State Education Association and holds its meeting on the first Saturday of each November in connection with the annual meeting of the State Education Association.

"Hawkeye May from Iowa" made her appearance in June 1952, and is expected to appear regularly in the Association bulletin, *The Fair Secs.* Officers of the Iowa Association are: President, Laura Sayre of Ames; Vice-president, Wilda Johnson of Perry; Secretary, Juanita Peterson of Des Moines; and Treasurer, Vivian Pines of Waterloo. Past President is Prudence Nicholas.

### KANSAS

"Katie Kansas" co-sponsored, with the University of Wichita, a Workshop for Educational Secretaries last spring. This very successful event, attended by approximately sixty secretaries, included a "get-acquainted" coffee hour at the Board of Education offices, general lectures, a panel discussion, duplication demonstration, luncheon and dinner meetings with speakers, and a tour of two new school plants. Speakers included Mr. Al Brown, Office Manager and Personnel Coordinator of the Boeing Aircraft plant; Miss Louise Leonard, Counselor at the Plainview Public Schools; and President Harry Corbin of the University of Wichita. The panel discussion participants included both administrators and secretaries.

These "Ten Good Rules for Healthful Mental Hygiene", as presented by Miss Leonard, were copied from the very fine Workshop Proceedings.

1. Maintenance of Good Physical Health.
2. An Objective Attitude.
3. Insight into One's Own Conduct.
4. A Confidential Relationship with Some Other Person.
5. Attention to the Present Situation.
6. A Sense of the Ridiculous.
7. Planned Activity.
8. Satisfying Work.
9. Rest and Recreation.
10. Normal Social Participation.

Both Mr. Brown and President Corbin talked on the attributes of the successful secretary; as can easily be imagined, the unrehearsed panel discussion was very much to the point with both administrators and secretaries presenting questions and points of view.

Credit for the successful two-day meeting goes to President Louise Hamilton

and her committee, and to Miss Fay Ricketts, Head of the Department of Secretarial Training of the University of Wichita.

### MASSACHUSETTS

The annual meeting of the Massachusetts Association of School Secretaries was held at the Hotel Kenmore, Boston, on May 3. Mr. Sherman Woodward, of South Dennis, displayed his Driftwood Zoo. His comments, as well as his "birds and animals" were enjoyed by all those present, and proved that with a little imagination an interesting, as well as profitable, hobby can be started from practically nothing.

During the business meeting, the following officers were elected:

President, Alberta F. Donahue, Falmouth; Vice-president, Dorothy M. Manha, Dartmouth; Recording secretary, Irene Piggott, Braintree; Corresponding secretary, Helen E. McPartland, Leicester; and Treasurer, Margaret R. Connelly, Southbridge. District Chairmen, elected in the respective District meetings, were announced: District One, Stella Gilwich, Springfield; District Two, Phyllis Pierce, Fitchburg; District Three, Elizabeth H. Symmes, Burlington; and Jacqueline Holland, Arlington; District Four, Rita L. Enaire, North Andover; District Five, Dorothy E. Reckendorf and Beatrice H. Syriala, Hyannis.

The President of the MASS served as a member of the Committee on Administration of the Massachusetts Teachers Federation. This Committee's project concerned clerical help in the elementary schools. Members of the Association cooperated by filling out questionnaires concerning the subject, a summary of which appeared in the final report of the Committee in "The Massachusetts Teacher", official publication of the Federation.

### Newton

The fifth annual dinner meeting of the Newton School Secretaries Association was held in Cohasset on June 4. New officers of this group are: President, Margaret M. Sadler; Vice-president, Mary E. Clark; Secretary, Helen M. Daly; Treasurer, Elizabeth Sanderson.

### MICHIGAN

#### Battle Creek

The "Italian spaghetti dinner prepared by our Greek Goddess for our Hawaiian guest" was a huge success.

The dinner meeting was a special treat for members of the Secretaries Association of the Battle Creek Public Schools. Miss Helen Ikeda, exchange teacher from Hawaii, not only showed beautiful slides of the Islands, but also performed the hula. At this meeting, the Association voted funds to help defray expenses of two members to the National convention and of two members to the Institute. Later, the Board of Education provided two \$30 scholarships for the Institute.

### Flint

Members of the Flint Association of School Secretaries had a busy year in 1951-52, according to the annual report presented at the NASS convention in July. In addition to becoming affiliated with the National Association, the local group revised its constitution, instituted plans whereby baskets of food were presented to needy families at Thanksgiving and Christmas, raised funds to help defray expenses of delegates to the Wayne University Institute, and were successful in obtaining Board of Education financial aid for members attending the Institute. Following is an excerpt from a report of the Committee of the Whole, Flint Board of Education:

"Since the value of these workshops has been rather conclusively established and since no funds are available from outside or philanthropic sources for workshop expense, your administrative staff wishes to offer the recommendation that the Flint Board of Education approve an allocation not to exceed \$200 for secretary workshop expense and that distribution of all or part of this amount be in accord with procedures as approved by . . . (the) Business Manager."

### MINNESOTA

Among the business items taken care of at the spring conference of the Minnesota Chapter of the National Association of School Secretaries were the following:

It was decided to appoint a committee to survey the state as to clerical salaries. It was felt this information would be of particular value to clerks and superintendents in the smaller systems, as the larger systems have civil service schedules. This survey is to be conducted during the fall.

Considerable time was devoted to the discussion of dividing the state into specific regions. Meetings would be

scheduled in key locations with perhaps an officer of the Chapter present to help promote membership and interest in the association. Following the summer workshop, the officers began working on such a plan.

The group voted to hold the annual fall conference in St. Paul at the time of the Minnesota Education Association convention.

Held at Camp Ihduhapi during early May, the week-end conference was ideal in every way—a congenial group of girls, perfect weather, comfortable accommodations, good food, and plenty of activities made the event a huge success.

### MISSISSIPPI

The Mississippi Association of School Secretaries has received the enthusiastic support of officials of the Mississippi Education Association, school administrators, and other educational leaders in the state in its program for contributing to finer and more efficient service to the school and to the community.

Members attended the third annual workshop on the campus of the University of Mississippi during June; three semester hours of college credit were available.

Officers of the Association for 1952-53 are: President, Birdie W. Smith, State Department of Education; Vice-president, Maxine Haynes, Pascagoula Public Schools; Recording secretary, Jaynie Tillman; Treasurer, Hilda Robinson, Louisville.

### MISSOURI

"Show-Me-Sue from Ole Mizzou" has been selected as the name for Nancy's Missouri cousin. This active group reports a growing membership within the state, increasing from 153 to 186 members last year. Membership in the Missouri State Teachers Association, of which the secretaries are a department, has also increased.

The Missouri State Association of School Secretaries was represented at the August "Training for Leadership" meeting held by the Teachers Association.

Under the direction of President Bessie Ploesser of Kansas City, the state association is encouraging the organization of more local groups throughout the state.

## NEW HAMPSHIRE

The highlight of the spring conference of the New Hampshire Association of School Secretaries was the autographing of the comic strip "Archie" by the creator, Bob Montana. Immediately following registration and the business meeting held at the superintendent's office in Laconia, N. H. each girl was presented a complimentary copy of the Laconia Evening Citizen which carries the comic strip, "Archie", and Bob Montana wrote a personal note to each girl. In his remarks at the luncheon Mr. Montana warned the girls to be careful of what they were saying and doing because he said even though he was enjoying the luncheon at the same time he was getting information that he might use in his strip!

Other guests at the luncheon were the chairman of the Laconia School Board, the superintendent of schools, the principal of the high school, and a German exchange teacher, each of whom spoke briefly.

At the business meeting a discussion was held as to whether or not the secretaries should continue their membership as a group in the New Hampshire Teachers' Association. It was generally agreed that this affiliation was very desirable but because of the great increase in dues it was felt that many secretaries would be unable to meet this additional expense. It was therefore voted to amend the constitution so that membership in the State Teachers Association would not be a requisite for membership in the School Secretaries Association. However, members may join individually if they so desire.

A committee was appointed to study the possibility of standardizing the positions and salaries in school offices, with the hope that eventually a form of certification similar to that required of teachers by the State Board of Education be set up for school office personnel.

## NEW JERSEY

The annual spring luncheon of the New Jersey Association of School Secretaries was held in Newark in May, with 60 members present to welcome "Julie Jersey". Julie made her appearance in a covered bassinet, over-draped with white embroidered material with pink bows, and was dressed in diaper, slip, dress and even hand-crocheted booties and a pretty picture bonnet.

Congratulations to Mae Rosenberg, chairman of the symbol committee, for an unusual and effective presentation of a new cousin for Nancy National.

Speaker of the afternoon was Dr. S. E. Gerard Priestly, British authority on international relations, who spoke on "Our World Today." Guests included representatives from the New Jersey Education Association, the New Jersey Congress of Parents and Teachers, the State Department of Superintendence, and the Bookmen's Club, who were introduced by President Reba Sigafos.

The Annual Convention of the New Jersey Association is held the second weekend in November at Atlantic City, in conjunction with the state Education Association. At this time the annual business meeting and election of officers is held, with new officers taking office immediately following the Convention. A general meeting, with a program, and social events complete the weekend program.

Other activities of the Association include two workshops each year, one for the southern part of the state and one for those in the northern section, and the publication of a quarterly *Bulletin*. This year it is planned to introduce the Pension Bill again. It looks like Julie will be a busy baby during her first year!

## NEW MEXICO

Because New Mexico is a land of great distances and widely separated communities, it is impractical to try to hold group meetings, even within a county, more than once a year. The annual meeting for 1952 is scheduled for Friday, October 24, in Albuquerque; this is in conjunction with the yearly meeting of the N.M.E.A.

In April, 1952, the New Mexico Association of School Secretaries was voted a section of the N. M. Education Association. Although meetings had previously been held at the same time as the Education Association, the Secretaries had not been recognized as a section before.

In order to simplify publicity and membership contacts, the state has been divided into county districts. The monthly bulletin, *The New Mexico Secretary*, is issued by a different guest editor each month. This plan has been very successful, providing an acquaint-



ance with secretaries and activities in different counties of the state. One issue carries this interesting story about "Operations Earth Moving" in Silver City:

A little over two years ago we needed additional classrooms and the idea was formed to dig out basement rooms. The boys of the Junior High took over the actual digging and carrying out of the dirt, during noon hours or recess periods. Each boy provided his own bucket. The boys formed a "Mole Club" and the room was named the Mole Room. Officers for this project were Construction Engineer, Construction Foreman, Time Keeper, Material Foreman and Straw Bosses. Mr. Gene A. LaVelle, Principal of Silver City Public Schools and originator of the idea, was elected Sponsor or Consulting Engineer by the boys. The girls did their share by serving sandwiches and home-made candy. They also originated the idea of felt mole awards.

The Mole Room is now completed and in use, measurement approximately 35x52½ feet. A second room, excavated in the same manner, named the Gopher Room, is now in use and in the last stages of completion. The Junior High PTA assisted with the lighting project and the pupils put on a scrap drive to raise money for the painting project.

A third room, to be named "Prairie Dog Room" is in its initial stages of digging.

## OREGON

### Eugene

The May issue of the publication of the Eugene Association of Educational Secretaries lists the following purposes and methods of the local organization:

- "1. To act as a central agency through which will clear information relating to the work of the school secretaries. This has been done through our news bulletin, at our meetings by having speakers on public relations and on the duties of the school secretary.
- "2. Another purpose is to formulate standards and principles for the position of school secretary. This is one purpose on which the national association is working and we will be working on it for several years. The program of the school secretary is a long-range program.

- "3. To secure benefits for association members in line with other departments of the education profession. In order to secure benefits, we will have to put forth the work and effort. First must come our professional service, not first a professional salary."

The May issue also lists the purposes of the National Association and of the new Oregon Association of Educational Secretaries. The state group organized last spring, has these purposes: "to elevate the standards of the educational secretaries within the State; to provide a finer understanding of the relationship between the school and the community so that ever increasingly efficient service may be rendered to our educational system."

## NORTH CAROLINA

The North Carolina Association of Educational Secretaries celebrated its first birthday anniversary with a membership of 123, growing from an original number of 28 members.

At the State meeting, action was taken to request that the Association be recognized by the North Carolina Education Association. A letter from the Executive Secretary, dated April 24, 1952, states: "I am happy to inform you that the Board of Directors of the North Carolina Education Association considered the matter of recognizing, as a department of our Association, the Educational Secretaries group. . . . Your group is recognized as a department and will be listed in our records as the Department of Educational Secretaries of the NCEA."

Congratulations to Ruth Kiger of Winston-Salem for her leadership in this active professional group.

## PENNSYLVANIA

### Pittsburgh

Spring activities of the Pittsburgh Association of School Secretaries included a Canasta Party, for the benefit of the convention delegate fund, and a dinner meeting at which election of officers took place. New Officers are:

President, Helen Jayne Hudson; Vice-president, Evabelle Weyman; Treasurer, Betty Kieffer; and Secretary, Betty S. Cheskey.

## TEXAS

"TESA TEXAS" was officially adopted by the Texas Educational Secretaries Association at its second annual convention, held in Dallas in the spring. This active young group co-sponsored, with the National Association, a July Institute at Southern Methodist University. Through efforts of the Association, educational secretaries receive a discount of 12½% (same as allowed teachers) on courses taken at the University.

Emphasis for this year will be given to research and the establishment of standards. Consideration is being given to the scheduling of at least one regional meeting during the fall. Planning is already under way for the third annual convention to be held in Orange on March 7, 1953.

### Highland Park

The Highland Park Educational Secretaries Association completed its first

year with a membership of fifteen out of a possible sixteen! Members who attended the summer Institute at SMU had their tuition paid by the local Board of Education. Congratulations to President Hazel Lewis and her entire membership on these accomplishments in such a short period.

### Houston

The Secretaries Association of the Houston Public Schools cooperated with the University of Houston in presenting a three-week summer workshop. Topics included were "Personality Traits and Skills of the Secretary", "Making YOUR Work Easier and More Interesting", "Word Studies and Spelling Review", as well as sessions on technical skills. The Houston group is to be commended for its support, not only in co-sponsoring the in-service training course, but for attending this third summer course given only for school secretaries.

For your convenience, we have prepared a form which may be used for Affiliation. Please fill out this form and mail it to Mrs. Ora S. Dolsen, 467 W. Hancock, Detroit 1, Michigan.

### APPLICATION FOR AFFILIATION

(Make checks payable to the National Association of School Secretaries)

The ..... Association of School Secretaries wishes to affiliate with the NATIONAL ASSOCIATION OF SCHOOL SECRETARIES for the years 1952-53.

Enclosed is five dollars (\$5.00) affiliation fee.

New.....

Renewal.....

Names of Advisory Council Members (1 per 20 National members):

One-Year Term .....

Name

Address

Two-Year Term .....

Name

Address

Date of organization of your association .....

OFFICERS                      Names                      Address                      Length of term

.....

.....

.....

SIGNED .....

.....

Name

Address

Office held in the Association .....

## PERSONALITIES



This page is committed to the premise that a person is the sum total of all his experiences. Everybody and everything with which he has any contact affects him in some way.

A man is a part of every person he has ever met and all those persons are a part of him. Those of us who heard Dr. John M. Dorsey at the Wayne U. Institute this summer have certainly taken part of him away with us and, I am sure, NASS has become part of him.

\* \* \*

Smiles as well as frowns etch lines on our faces. Whether the result is pleasant or unpleasant depends on the direction those lines take.

Smiles engrave with upsweeping strokes which are exhilarating to the observer. Frowns cut downward grooves, oppressing both the face that wears them and the eyes that see them.

Give some thought to the face you exhibit. You cannot disguise the story the lines tell.

\* \* \*

The similarities of the work we do tend to make all school secretaries alike in some degree. The things we

do outside our jobs account somewhat for our being different.

This page will bring you news about our members and the things we do outside our jobs . . . activities that make us interesting personalities.

Our hobbies, for instance, make us individualists. At Detroit, this summer, some of us had a very interesting discussion of some of the unusual hobbies enjoyed by school secretaries.

Dale Wirth of Flint, Michigan makes unique place favors for special occasions. She uses pipe stem cleaners to make dolls depicting various characters and events. For one school party, she made hats which portrayed the different faculty members. The characterizations were so good that it was obvious to all just which persons were being portrayed.

Mary Carroll of Maywood, Illinois makes fancy cakes and candies. Her creations are really works of art. She has made simply beautiful wedding cakes for some of her friends. Better get on her list if you are contemplating the big step!

Information about hobbies of school secretaries you know will be appreciated by

Your columnist,  
*Marie M. Beatty.*



## **EMMA G. CASTNER, PRESIDENT, ANNOUNCES COMMITTEE CHAIRMEN FOR 1952-53**

**ADVISORY COUNCIL AND AFFILIATION**—*Ora S. Dolsen*, Division of Instruction, 467 West Hancock Street, Detroit 1, Michigan.

**AUDIT**—*Mary Bowers*, Crawfordsville City Schools, Crawfordsville, Indiana.

**BUDGET**—*Melba Demaree*, Franklin City Schools, 101 North Hurricane Street, Franklin, Indiana.

**CONVENTION**—*Regina Olander*, 414 14th Street, Denver, Colorado.

**ELECTION**—*Corinne Messenger*, School Board Offices, 22nd and Main Streets, North Little Rock, Arkansas.

**FILING MANUAL FOR SCHOOL OFFICES**—*Martha S. Luck*, Evening Divisions, Northwestern University, 339 East Chicago Avenue, Chicago, Illinois.

**HISTORIAN**—*Betty Zimmerman*, 2360 North 52nd Street, Milwaukee 10, Wisconsin.

**INSTITUTE PLANNING**—*Martha S. Luck*, Evening Divisions, Northwestern University, 339 East Chicago Avenue, Chicago, Illinois.

**LEGISLATIVE**—*Mary Briant*, 800 Louisiana, Little Rock, Arkansas.

**MAILING CO-CHAIRMAN**—To be announced.

**MEMBERSHIP**—*Sara E. Milner*, 35 10th Street, N. W., Atlanta, Georgia.

**NATIONAL SECRETARY Staff**—*Mary E. Carroll*, Editor, Proviso Township High School, Maywood, Illinois.

*Marie M. Beatty*, Assistant Editor, Waukegan Township High School, Waukegan, Illinois.

*Bettye R. Wells*, "Listening In," Los Angeles City Board of Education, 451 North Hill Street, Los Angeles 12, California.

*Jeanette R. Fortier*, Advertising, Manchester Public Schools, Manchester, New Hampshire.

**ORGANIZATIONAL PLANNING**—*Rosalie Kollarich*, 1848 St. Clair Avenue, St. Paul 5, Minnesota.

**PUBLICITY**—*Ella Mae Flippen*, State Department of Education, Jefferson City, Missouri.

**REGIONAL CONFERENCE**—*Mildred Byerly*, Administration Building, 107 North Seventh Street, Shamokin, Pennsylvania.

**REVISION OF CONSTITUTION AND BY-LAWS**—*Fannie Billings*, 2711 Fairmount Dallas, Texas.

**STANDARDS**—*Katherine Mitchell*, Washington Vocational High School, 40th below Butler Street, Pittsburgh 1, Pennsylvania.

**YEARBOOK**—*Prudence Nicholas*, 1922 7th Street, Des Moines 14, Iowa.

**Regional Meeting**  
**NATIONAL ASSOCIATION OF SCHOOL SECRETARIES**

**Atlantic City, New Jersey**

**February 13-15, 1953**

**Headquarters: Hotel Traymore**

Check the dates on your calendar NOW and look for a detailed announcement about January 15, 1953. You will want to make hotel reservations immediately through the American Association of School Administrators, Housing Bureau, 16 Central Pier, Atlantic City, New Jersey. Mention the National Association of School Secretaries when making reservations.

**Hotel rates—Hotel Traymore:**

**Rooms with bath—Single \$6.00—\$14.00**

**Rooms with bath—Double \$8.00—\$18.00**

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